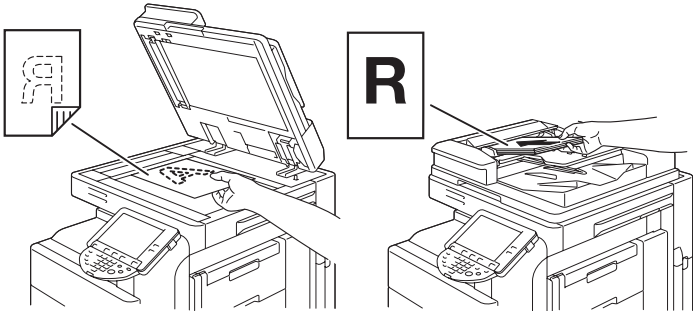
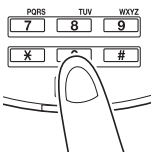


BASIC FUNCTIONS
MAKE A COPY

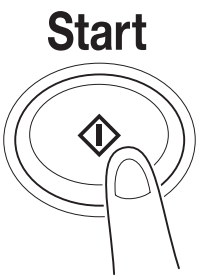
1. Position the original(s).



2. Type in the number of copies.

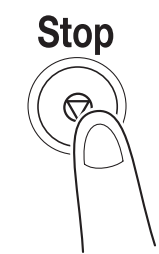


3. Press the **START** key.



STOP A COPY PROCESS

1. Press the **STOP** key.

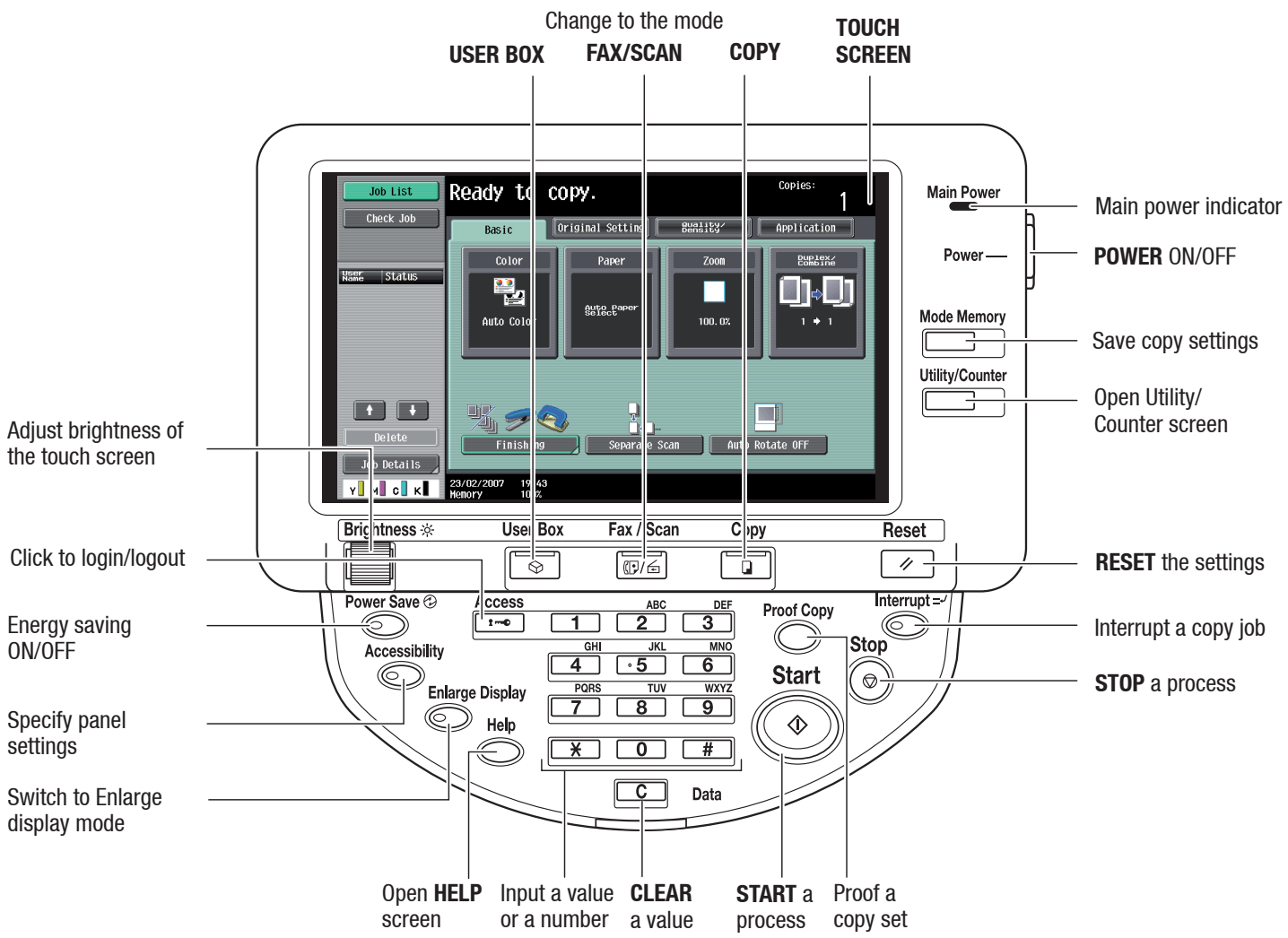


CLEAR A VALUE

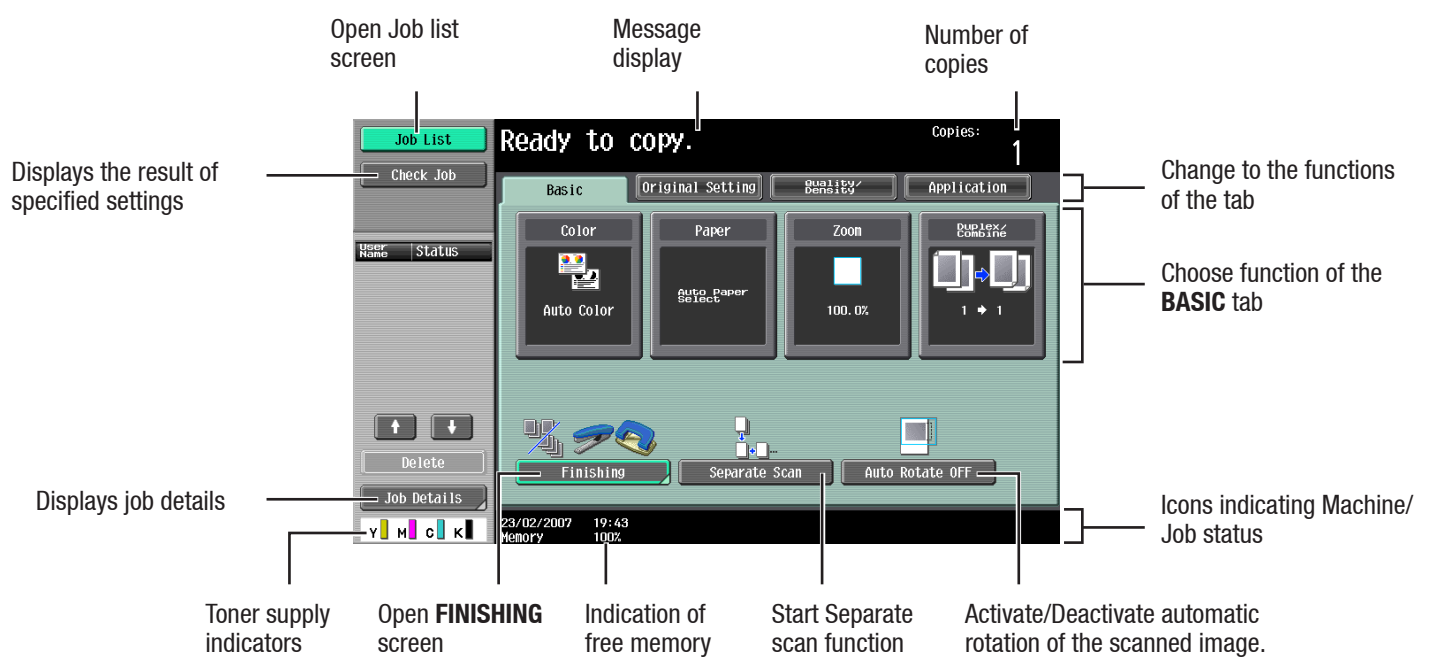
1. Press the **CLEAR** key.



HOW TO USE THE MACHINE
PANEL

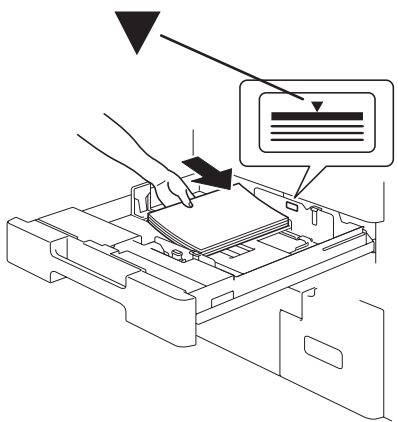


TOUCH SCREEN (Basic screen)



LOAD PAPER IN TRAY 1
REFILL

1. Pull out tray 1.
2. Load the paper into tray 1 (not higher than ▼).
3. If you load special paper, change the paper selection.

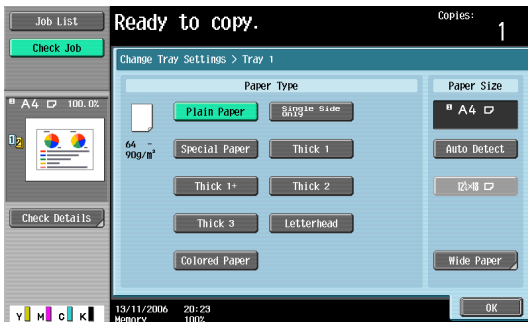


CHANGE THE PAPER SELECTION

1. Touch **PAPER** in the basic screen.
2. Touch **TRAY 1**.
3. Touch **CHANGE TRAY SETTINGS**.



4. Touch the desired paper selection.
5. Touch **OK**.



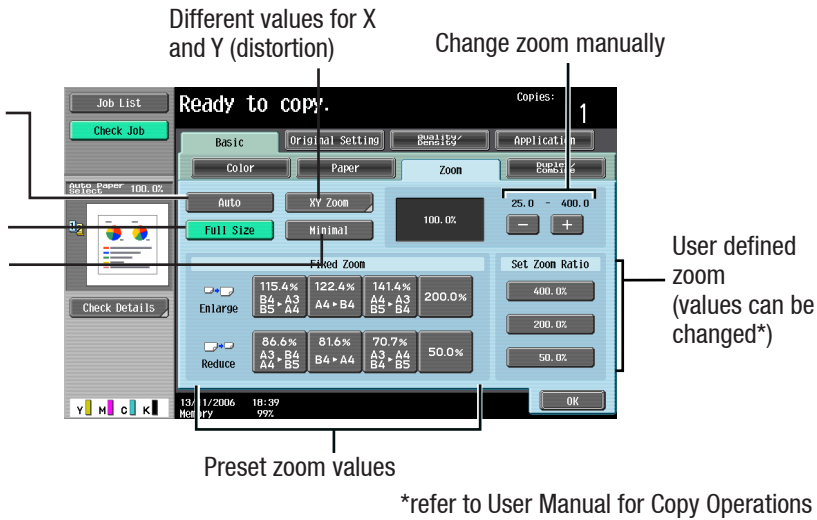
6. Touch **OK**.

BASIC FUNCTIONS
ZOOM

- 1. Position the original(s).
- 2. Touch **ZOOM** in the basic screen.
- 3. Touch the desired function.
- 4. Touch **OK**.
- 5. Press the **START** key.

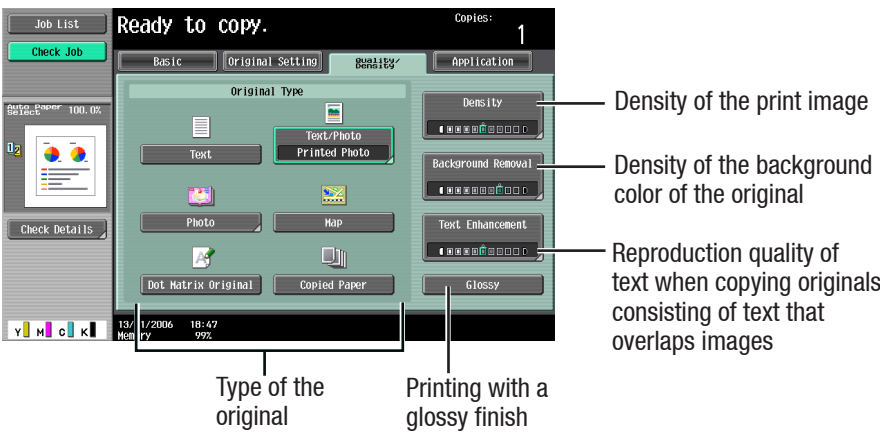
Automatically
reduce/enlarge
original size to paper
size

Keep original size
Little bit smaller
than original size
(value can be
changed*)



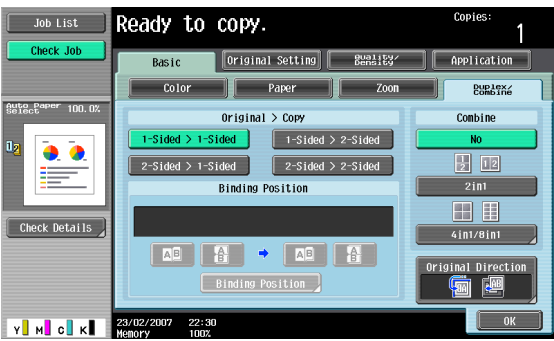
BASIC FUNCTIONS
QUALITY/DENSITY

- 1. Position the original(s).
- 2. Touch **QUALITY/DENSITY**.
- 3. Select the type of your original.
- 4. Touch the desired function.
- 5. Touch **OK**.
- 6. Press the **START** key.

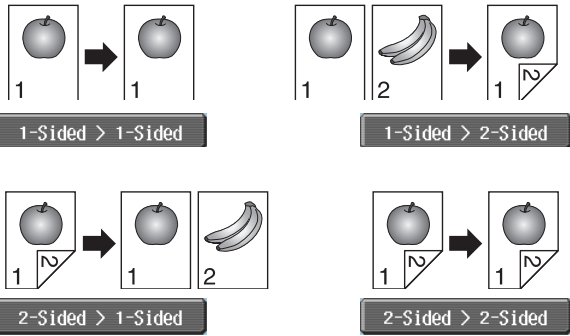


DUPLEX

- 1. Position the original(s).
- 2. Touch **DUPLEX/COMBINE** in the basic screen.
- 3. Touch the desired function.

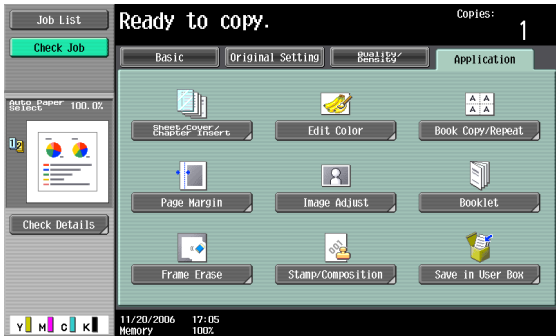


- 4. Touch **OK**.
- 5. Press the **START** key.



APPLICATION FUNCTIONS
IMAGE ADJUSTMENT

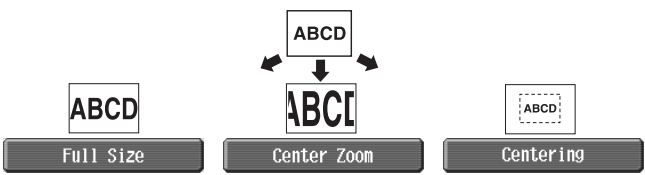
- 1. Position the original(s).
- 2. Touch **IMAGE ADJUST** in the application screen.



- 3. Touch the desired function.



- 4. Touch **OK**.
- 5. Press the **START** key.



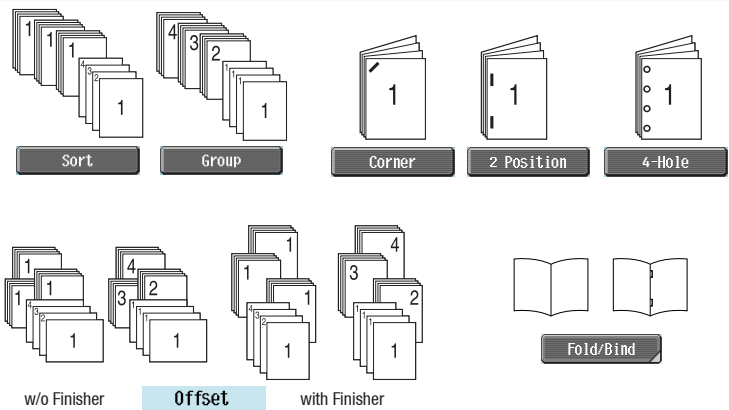
FINISHING FUNCTIONS
FINISHING (only with Finisher)

- 1. Position the original(s).
- 2. Touch **FINISHING** in the basic screen.
- 3. Touch the desired function.*



- 4. Touch **OK**.
- 5. Press the **START** key.

*available functions depend on machine/finisher

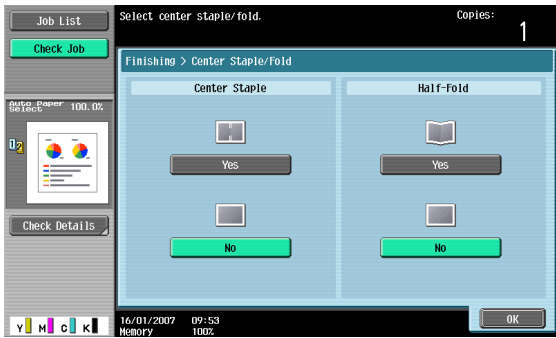


CREATE A BOOKLET

- 1. Position the original(s).
- 2. Touch **FINISHING** in the basic screen.
- 3. Touch **FOLD/BIND**.



- 4. Touch the desired function.*



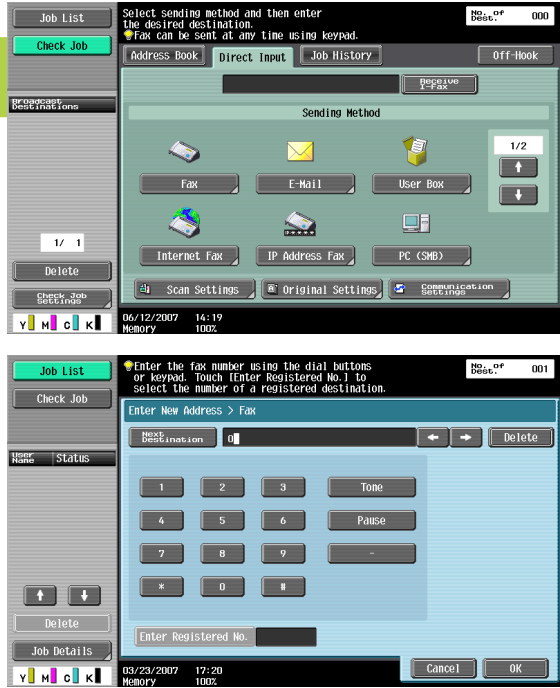
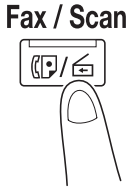
- 5. Touch **OK**.
- 6. Touch **OK**.
- 7. Press the **START** key.

*available functions depend on machine/finisher



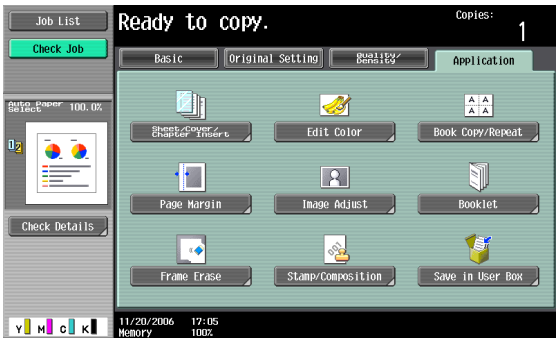
FAX OPERATIONS SEND A FAX (only with Fax option)

1. Position the original(s).
2. Press the **FAX/SCAN** key on the panel.
3. Touch **DIRECT INPUT**.
4. Touch **FAX**.
5. Enter the fax number.
6. Touch **OK**.
7. Press the **START** key.

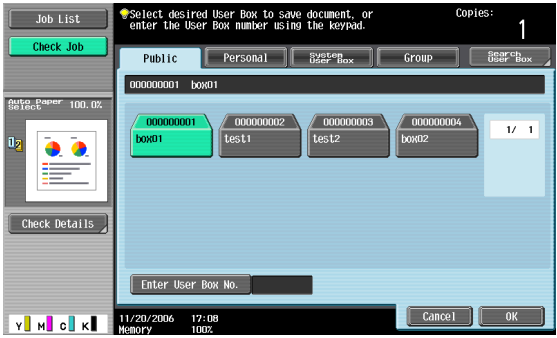


BOX OPERATIONS SAVE IN USER BOX

1. Position the original(s).
2. Touch **SAVE IN USER BOX** in the application screen.



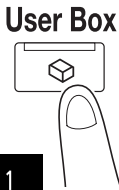
3. Touch **USER BOX**.
4. Select the desired box.
5. Touch **OK**.



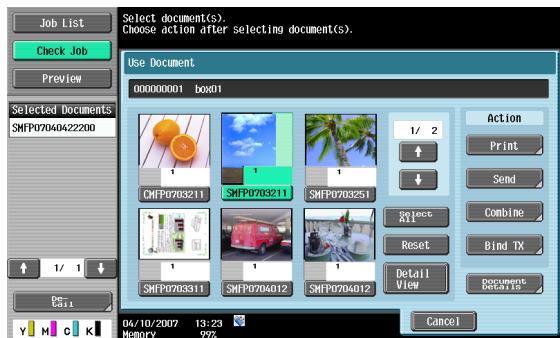
6. Enter a document name.
7. Touch **OK**.
8. Touch **OK**.
9. Press the **START** key.

PRINT FROM USER BOX

1. Press the **BOX** key on the panel.
2. Choose between Personal, Public or System User Box.



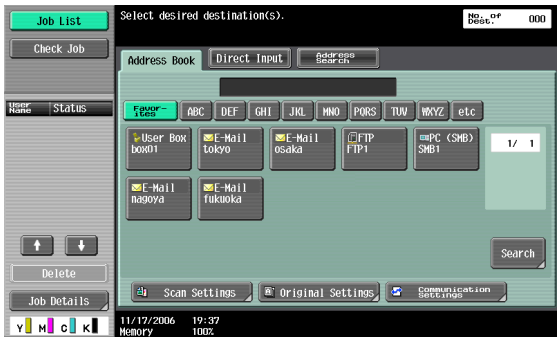
3. Touch the desired box. Input a password if required.
4. Touch the desired document.



5. Touch **PRINT**.
6. Specify the settings.
7. Press the **START** key.

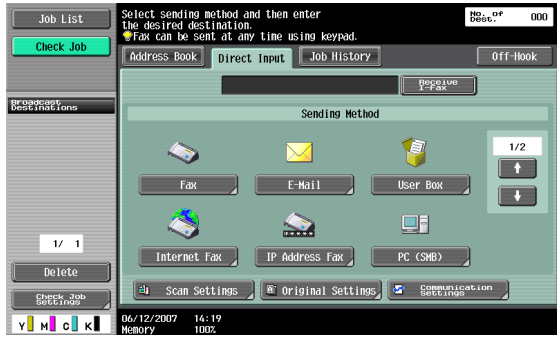
NETWORK SCAN OPERATIONS SENDING DATA TO MULTIPLE DESTINATIONS

1. Position the original(s).
2. Press the **FAX/SCAN** key on the panel.
3. Touch **ADDRESS BOOK**.
4. Touch the desired index key and highlight a destination.
5. Repeat step 4 until all desired destinations are highlighted.
6. Press the **START** key.



SCAN TO E-MAIL (Direct input)

1. Position the original(s).
2. Press the **FAX/SCAN** key on the panel.
3. Touch **DIRECT INPUT**.
4. Touch **E-MAIL**.



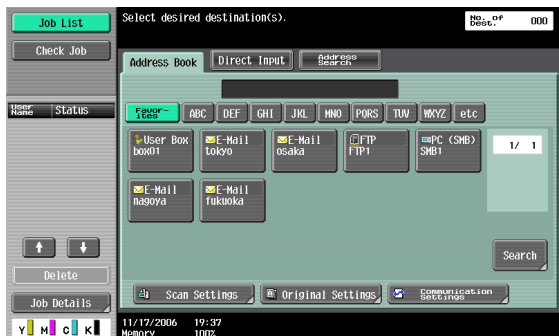
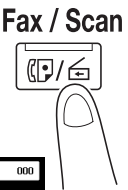
5. Enter the destination address.



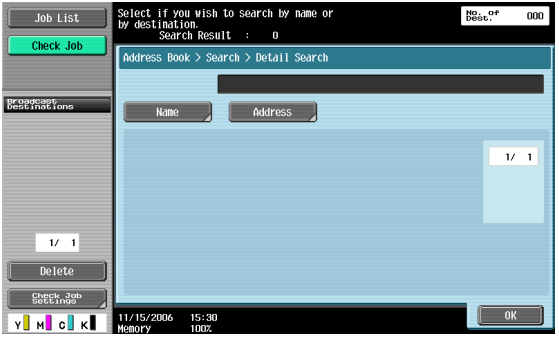
6. Touch **OK**.
7. Press the **START** key.

SEARCH AN E-MAIL ADDRESS

1. Press the **FAX/SCAN** key on the panel.
2. Touch **ADDRESS BOOK**.
3. Touch **SEARCH**.



4. Touch **DETAIL SEARCH**.
5. Touch **NAME** or **ADDRESS**.



6. Input a keyword.
7. Touch **OK**.
8. Touch **OK**.
9. Touch **CLOSE**.